



ORGANIC SYSTEM PLAN UPDATE – FUNGI AND MUSHROOM PRODUCERS

Tip! The USDA organic standards require farms seeking certification to develop an Organic System Plan detailing how organic crops and products are produced. This plan is an agreement between the farm and a certifying agent on how organic products will be grown and handled. Each winter a WSDA certified producer must renew their certification. The annual renewal is accomplished in part by submitting any changes, amendments, additions or deletions to the information you have previously submitted to our office.

1. Review your current Organic System Plan.

Locate your copies of the Organic System Plan and all updates you have sent to the WSDA in order to answer the below questions. If uncertain about what practices and procedures you've already notified us about, contact our office for assistance or complete a full **Fungi and Mushroom Producer Organic System Plan** again. This update is only accurate if you are sure which practices are already described in your plan.

2. Provide details about changes to your farm practices.

If you indicate "**Yes changes**" have occurred compared to the information on file with WSDA, you are responsible for submitting the updated sections and/or forms to our office.

- Download electronically fillable versions of the Organic System Plan Sections on our website at: <http://agr.wa.gov/FoodAnimal/Organic/FoodProducers.aspx#Renewal>
- Download the Site Application and Organic Site Map Requirements on our website at: <http://agr.wa.gov/FoodAnimal/Organic/FoodProducers.aspx#NewSite>
- Or contact our staff at 360-902-1805, organic@agr.wa.gov to request hardcopies of an applicable section or form.

3. Confirm areas of your production that have not changed.

If you indicate "**No changes**" for all Organic System Plan sections below, WSDA Organic Program will assume that no changes have or will occur to your practices and the information on file with WSDA remains accurate. If your Organic System Plan is found inaccurate at the time of inspection, a Notice of Noncompliance may be issued.

4. Submit your list of planned input materials.

Your Material Inventory is a list of all inputs (fertilizers, pesticides, and production aids) you intend to use on your organic operation. You may submit your Material Inventory by email or you may submit a hard-copy with your renewal application forms.

- **Email** - In order to save time and paperwork, we have emailed a copy of your Materials Inventory pre-filled with the materials you used this last production season. Although a blank Material Inventory form is provided in your renewal packet; it is not necessary to complete if you email us back an updated version of your Material Inventory.
- **With Your Application** - If your email address wasn't on file, we included a paper copy of your Materials Inventory from last production season in your hard-copy packet. A blank form is also included for your convenience.

Tip! The Organic System Plan form is built to be a dynamic and living document. At any point throughout the year you may update information and practices that have changed compared to what is on file with WSDA. The most recent information you submit will supersede previous submissions. Major changes must be approved by WSDA prior to implementation to avoid compliance action.



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Business Name:	Certification Number:
County/State:	Date:
Name of Individual Completing this Form:	Title:

Section A. Spawn (AGR 2540)

Are there any changes to your methods of sourcing or propagating organic spawn?

☐ = Yes changes

Attach New Section

Tip! WSDA organic regulations require that mushroom producers use organically produced spawn unless the producer can document that the appropriate form, quality, or quantity to fulfill an essential function in a system of organic production is not available in organic form.

☐ = No changes

Section B. Agar Medium (AGR 2540)

Are there any changes to your system plan regarding how agar medium is used or created?

☐ = Yes changes

Attach New Section

Tip! All agricultural materials added to agar medium must be organically produced. Include all agar medium products and amendments in your Materials Inventory.

☐ = No changes

Section C. Growing Medium (AGR 2540)

Are there any changes to your growing medium?

☐ = Yes changes

Attach New Section

Tip! Materials derived from wood (sawdust, logs) must originate from trees that have been grown without prohibited materials for at least 3 years, and must not be treated with prohibited materials post-harvest.

☐ = No changes

Section D. Facilities and Equipment (AGR 2540)

Are there any changes to your facilities or equipment, including any changes to how those facilities and equipment are managed and maintained?

☐ = Yes changes

Attach New Section

Tip! Records verifying that steps have been taken to prevent contamination of organic mushrooms must be available during your inspection.

☐ = No changes



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Section E. Harvest and Transportation (AGR 2540)

Are there any changes to the harvest or transportation of organic crops, including details on the harvest containers you use or the responsible parties for harvest or transportation?

☐ = Yes changes
Attach New Section

Tip! Your practices and procedures must prevent organic products from commingling with non-organic products and from coming into contact with prohibited substances.

☐ = No changes

Section F. Storage (AGR 2540)

Are there any changes to how you store organic crops?

☐ = Yes changes

Are there any changes to how you prevent and manage pests within your storage facility?

Attach New Section

Tip! Ensure you have provided details about off-site storage as well as on-farm storage of your crops.

☐ = No changes

Section G. Packing (AGR 2540)

Are there any changes to how you organic products are packed?

☐ = Yes changes

Attach New Section

Tip! USDA organic regulations requires that packing practices and procedures present no contamination risk to organic products from commingling with non-organic products or contact with prohibited substances.

☐ = No changes

Section M. Recordkeeping (AGR 2540)

Are there any changes to your recordkeeping systems or practices?

☐ = Yes changes

Attach New Section

Tip! All records regarding organic production and transactions must be made available during every announced inspection. Failure to have records available may result in compliance action and additional inspections at a rate of \$40/hour plus travel costs.

☐ = No changes

Product Labels and Marketing Information

Are there changes to how you label and market organic crops or products?

☐ = Yes changes

Attach New Section

Tip! Remember to attach draft copies of any new or revised organic or transitional labels. Labels must be approved prior to use in the marketplace.

☐ = No changes



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Production Sites – Adjoining Land Use, Buffers and Borders

Are there any changes to adjoining land that will require a revised buffer and border on your organic site(s)?

☐ = Yes changes

***Attach a revised
map for your
Organic Site(s)***

Tip! Refer to the WSDA Organic Site Application and Map Requirements when submitting any updates to your site buffers and borders.

☐ = No changes

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